



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
COOPERATION DEPARTMENT

NOTIFICATION

The 20th July, 2022

No.COOP.509/92/Pt/88.-In exercise of the powers conferred by the provisions to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules, regulating the recruitment and the conditions of services of the persons appointed to the Assam Junior Inspector /Auditor Cooperative Service, namely :-

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| Short title and commencement | 1. (1) These rules may be called the Assam Junior Inspector / Auditor Cooperative Service (Recruitment and Conditions of Service) Rules, 2021.
(2) They shall come into force on the date of their publication in the Official Gazette. |
| Definitions | 2. In these rules, unless there is anything repugnant in the subject or context,-
(a) “Appointing Authority” means the Registrar of Co-operative Societies, Assam;
(b) “Board” means the Selection Board constituted under rule 13;
(c) “Constitution” means the Constitution of India;
(d) “Government” means the Government of Assam;
(e) “Governor” means the Governor of Assam;
(f) “member” means a member of the Assam Junior Inspector /Auditor Cooperative Service;
(g) “Registrar” means the Registrar of Co-operative Societies, Assam; |

- (h) "Selection Committee" means the Selection Committee constituted under rule 15;
- (i) "Service" means the Assam Junior Inspector /Auditor Cooperative Service;
- (j) "Year" means a calendar year.

Class and Cadre 3. The members of the Service shall be designated as Junior Inspectors/Auditors of Cooperative Societies, and shall constitute a cadre. They shall belong to the class/grade III of Government Service.

Strength of the Service 4. The strength of the Service shall be such as may be determined by the Governor from time to time. The strength of the cadre of the Service on the date of commencement of these rules shall be as shown in SCHEDULE – I:

Provided that the Governor may hold in abeyance any post as and when considered necessary.

The strength of deputation reserve, leave reserve and training reserve for the Cadre shall be as below.

Deputation reserve	Leave reserve for higher Education and Research	Training reserve
20	20	40

Method of recruitment to the Service 5. Recruitment to the cadre of Junior Inspector/Auditor of Cooperative Societies, shall be made,-

- (1) by direct recruitment against 90 percent of the strength of the cadre of Junior Inspector/Auditor of Cooperative Societies in accordance with rule 6; and
- (2) by promotion in accordance with rule 11 against 10% of the strength of the Junior Inspector/Auditor of Cooperative Societies from the ministerial staff, having requisite qualification, working as Junior Assistant in the office of the Registrar of Cooperative Societies and its subordinate offices, who on the 1st day of January of the year in which the promotion is to be considered has rendered at least five (5) years of continuous service in the said office(s) and has not crossed the age of 45 years.

Direct recruitment 6. (1) Subject to the provisions of sub-rule (1) of rule 5 direct recruitment shall be made on the basis of recommendation made by the Board if not otherwise entrusted with any authority or body of the Government in accordance with the procedure hereinafter provided:-

- (i) Before the end of each year the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year and shall intimate the same to the Board together with the details about reservation for candidates belonging to Scheduled Caste, Scheduled

Tribe, Persons With Disabilities or any other category as laid down by the Government as provided under rule 16 and carry forward of such reservation.

- (ii) The Appointing Authority shall simultaneously request the Board to recommend a list of candidates for direct recruitment in order of preference.
 - (iii) The Board shall make a selection in accordance with the scheme of selection prescribed by the Government. The Board may hold such test as per SCHEDULE - II and undertake scrutiny of certificate and documents as may be considered necessary.
 - (iv) The Board shall furnish to the Appointing Authority a list of candidates recommended by it, in order of preference, found suitable for direct recruitment. The number of candidates in such a list will be same as the number of vacancies.
 - (v) The Board shall simultaneously publish the list in the leading newspapers and or such other places as the Board may consider proper.
- (2) The list maintained under clause (iv) and (v) of sub-rule (1) above of this rule shall remain valid for 12 calendar months from the date of recommendation.
- (3) If the Board being unable to recommend sufficient number of candidates to fill up the vacancies in a year, it shall in consultation with the Appointing Authority, repeat the procedure hereinbefore under sub-rule (1) of this rule, before recommending a subsequent list in the same year:
- Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the eligible candidates of the earlier list of the same year, have been offered appointment.

Qualification for Direct Recruitment

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| Age | 7. | The candidate for the direct recruitment shall not be less than 21 years of age and more than 39 years of age on the 1 st day of January of the year in which the advertisement is made with relaxation in the case of the candidates belonging to special categories in accordance with the general order issued by the Government from time to time. |
| Academic qualification | 8. | A candidate shall possess a degree in any discipline recognised by the Government of Assam from a university recognised by the Government for the purpose. Candidates having degree in Cooperative Management or Post Graduate Diploma in Cooperative Business Management shall have the preference. |

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| Character | 9. | <p>A candidate shall produce to the Board, Certificate of character from,-</p> <ol style="list-style-type: none"> (1) the Principal or Academic Officer of the university or college in which he studied last ; and (2) two well known respectable persons (not related to the candidate) who are well acquainted with the candidate. |
| Physical fitness | 10. | <ol style="list-style-type: none"> (1) A candidate shall be of sound health both mentally and physically and shall be free from any organic defects or bodily infirmity likely to interfere with the efficient performance of his duties:
 <p style="margin-left: 40px;">Provided the Government may decide to appoint person with disabilities as per provision of the Right of Persons With Disabilities Act, 2016 at the rate of percentage specified and the percentage of disability.</p> (2) A candidate shall be required to undergo medical examination before appointment to the Service. |
| Recruitment by promotion | 11. | <ol style="list-style-type: none"> (1) 10% of the strength of the Cadre of Junior Inspector/Auditor of Cooperative Societies shall be filled by promotion from amongst ministerial staff working as Junior Assistant in the office of the Registrar of Cooperative Societies, Assam and subordinate offices, subject to availability of suitable candidate(s), and having a degree in any discipline recognised by UGC/the Government of Assam from a university recognised by the Governor for the purpose are considered suitable for promotion to the Service and that any shortfall of this reservation due to non availability of adequate number of suitable candidate(s) in a particular year or years shall be carried forward to the subsequent year(s). However, appointment by promotion shall not exceed 10% of total strength of the Cadre at the time of promotion in any year. (2) Appointment by promotion in the Cadre of Junior Inspector/Auditor of Cooperative Societies shall be made in the manner provided hereinafter:- <ol style="list-style-type: none"> (i) The Appointing Authority shall call upon the Selection Committee to select from amongst eligible ministerial staff working as Junior Assistant in the office of the Registrar of Co-operative Societies, Assam and its subordinate offices who fulfil all the criteria prescribed under clause (2) of rule 5 and are considered suitable for promotion to the Service indicating at the same time the number of vacancies to be filled up by such promotion and shall simultaneously forward the character roll, personal files and other relevant papers of eligible persons to the Selection Committee. (ii) The selection shall be made on the basis of seniority with due regard to merit and also after taking into consideration the following aspects of candidate namely, personality and character. |

General
procedure of
promotion

- (3) The Selection Committee shall on initial scrutiny of the records, call such candidates as it may consider prima facie suitable for promotion and prepare a list of selected candidate in order of preference equal to the number of vacancies to be filled up by such promotion.
12. (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled-up by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Selection Committee, the following documents and information with regard to as many officers in order of seniority as four times the number of vacancies as assessed under sub rule (1):-
- (a) information about the number of vacancies;
 - (b) list of officers in order of seniority eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadres to which the case of promotion as may be considered;
 - (c) character rolls and personal files of the officer listed;
 - (d) any other document and information as may be considered necessary by the Appointing Authority or required by the Committee.
- (3) Details about reservation in case of promotion to the Service under rule 5 and 11, and about carry forward of vacancies.
- (4) The Appointing Authority shall simultaneously request the Committee to recommend within one month a list of officers found suitable for promotion in order of preference in respect of promotion to each of the cadre in which recruitment is to be made by promotion.
- (5) The selection shall be made on the basis of seniority with due regard to merit in case of promotion to each of the cadre subject to passing of departmental examination and training as may be prescribed for the purpose.
- (6) The Selection Committee after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of officers equal to the number of vacancies in order of preference found suitable for promotion. In case the Committee does not consider an officer suitable for promotion according to seniority, it shall record the reasons thereof in writing and forward the reasons to the Appointing Authority together with the list.

- (7) The Appointing Authority shall consider the select list prepared by the Committee and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Selection Committee, he/she shall inform the Selection Committee of the changes proposed and after taking into accounts the comments, if any, the Appointing Authority may approve the list finally with such modification, if any, as may in its opinion be just and proper.
- (8) The inclusion of candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
- (9) The select list shall remain valid for 12 months from the date of approval by the Appointing Authority.
- (10) The promotion shall be in accordance with the list finally approved by the Appointing Authority.

Selection Board 13. The Board as referred to in rule 6 shall consist of the following:-

(A)	Registrar of Cooperative Societies, Assam	-	Chairman
(B)	The Addl. Registrar of Cooperative Societies, Assam	-	Member
(C)	The Joint Registrar of Cooperative Societies, Assam Head Office.	-	Member-Secretary

Disqualification for appointment 14. (1) No person shall be eligible for appointment to the Service:-

- (a) unless he is a citizen of India;
 - (b) if he has more than one wife living or in case of female candidate who has married a person who has another wife living:
Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause;
 - (c) if a person violates the legal age of marriage;
 - (d) if he has more than two children living .
- (2) No person who attempts to enlist support for his candidature directly by any recommendation, either written or oral or by any other means shall be appointed to the Service.

Selection
Committee

15. The Selection Committee as referred to in rule 11 and rule 12 shall consist of the following members, namely:-

(A)	Registrar of Cooperative Societies, Assam	-	Chairman
(B)	The Addl. Registrar of Cooperative Societies, Assam	-	Member
(C)	A representative of WPT and BC department not below the rank of Deputy Secretary	-	Member/ Special invitee
(D)	The Joint Registrar of Co-operative Societies, Assam	-	Member Secretary

Reservation

16. In all cases of appointment by direct recruitment or by promotion to the Service, there shall be reservation in favour of candidates belonging to the member of the Schedule Caste, Schedule Tribe (both Plains and Hills), Other Backwards Classes including More Other Backwards Classes, RPWD etc. in accordance with the provision of the relevant Acts, Rules and Guidelines of the Government. General order(s) in respect of reservation in favour of other categories of candidates, as may be in force for the time being, shall also be followed.

Appointment

17. (1) Appointment shall be made by the Appointing Authority under the provision of rule 6 and 12.
- (2) The inclusion of a candidate's name in the lists mentioned in clause (v) of sub-rule (1) of rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also as may be considered necessary that a candidate is suitable in all aspect for appointment to the Service.

Joining time

18. A person shall join within 15 days from the date of receipt of the letter of appointment or of promotion failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not in all, exceed three months.

Training

19. A member of the Service shall be required to undergo such training and pass departmental examination as Government may prescribe.
- Syllabus for Departmental Examination is incorporated at SCHEDULE-III.

Discharges or
reversion

20. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the Service or to his original service, if-
- (a) he/she fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time or fails to render satisfactory service during his tenure of service in the cadre; and/or

- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation he/she shall lose his position in order of seniority vis-a-vis of his/her juniors as might be confirmed earlier than him/her. His/her seniority shall, however, be restored on his/her confirmation subsequently within the cadre.

Gradation List	23.	The Appointing Authority shall prepare and publish the Gradation List every year consisting of the names of all members of the Service in the cadre in order of seniority and such other particulars as date of birth, date of appointment etc.
Pay	24.	All appointments in the Service shall be made in the scale of pay as may be prescribed by the Government from time to time. The scale of pay of the posts in the cadre of the Service on the date of commencement of these rules, are as shown in Schedule-I.
Mode of employment	25.	<p>(1) Members of the Service shall be employed in such manner as the Appointing Authority may decide.</p> <p>(2) A member of the service shall be liable to be posted anywhere within the State of Assam, or outside Assam or to any other Department of the Government, a Body Corporate in the affairs of which the Government may be substantially interested or an Autonomous District Council, if so required in the interest of Public Service and in such case, the member shall not have any option against such posting or transfer.</p>
Other conditions of service	26.	<p>(1) Except as provided in these rules, all matters relating to pay and allowance, leave, pension, discipline and other conditions of service shall be regulated by the general rule and/or orders of the Government, for the time being in force.</p> <p>(2) The condition of service of the members, in respect of matters, for which no provision has been made in these rules, shall be the same as are for the time being applicable to other officers of the Government, for the corresponding status and having similar functions.</p>
Relaxation	27.	Where the Government is satisfied that the operation of any of these rules cause undue hardship in any particular case, it may dispense with or relax the requirement of that provision to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.
Interpretation	28.	If any question arises relating to the interpretation of these rules, the decision of the Government shall be final.
Repeal and Saving	29.	Any rule corresponding to these rules and in immediately before commencement of these rules is repealed:
		Provided that all orders made or action taken under these rules or so repealed or under any general order ancillary there to shall be deemed to have been validly made or done under the corresponding provisions of these rules.

SCHEDULE-I
(See rule 4)
STRENGTH OF SERVICE

SCALE OF PAY

Sl. No.	Category of Post	Scale of Pay	Number of posts/sanctioned strength			Remarks
			Permanent	Temporary	Total	
1	Junior Inspector/ Auditor of Cooperative Societies	Rs. 14000/- to Rs.60500/- + Grade Pay Rs. 8700/-	450		450	

SCHEDULE-II
[See rule 6(a)(iii)]
TEST TO BE CONDUCTED

Written test :-

1. 50 marks for General Knowledge
2. 50 marks for English
3. 50 marks for Mathematics.
4. 50 marks for Drafting & essay /précis writing.

SCHEDULE-III
(See rule 19)

(a) **Subjects:-**

- i. Law Part –I and Part II (Without books)
- ii. Accounts (With books)
- iii. Language.

(b) **Syllabus:-**

As per Notification of the Govt. in time to time and at the time of publication of this Rules as per Govt. Notification No. Coop: 95/62/3A, dated 16.11.1962 Syllabus of examination shall be as below.

i. Law Part –I

- (i) Law and Principles of co-operation in India.
- (ii) Strickland's Introduction to Co-operation in India.
- (iii) Assam Govt. rules framed under the Co-operative Societies Act.
- (iv) Mac lagan Committee's report.
- (v) Manual for Co-operative Societies Act in Assam.

ii. Law Part –II

- (i) Indian Limitation Act (IX of 1908), Section 19-21,25, schedules 57, 59, 60-63, 66-69, 73-75, 80-83, 115-116, 132, 178-182.
- (ii) Indian Contract Act (IX of 1872), Chapter X and in Chapter IV Section 42-44, II, IV, VII X.
- (iii) Civil procedure code (Act V of 1908), sections 48 and 135, schedule-III Order No. 21.

- (iv) Transfer of property Act (Act V of 1882), sections 50, 58, 59, 73, 83, 105 to 108 and 120.
- (v) Assam Land and Revenue Regulation I of 1886 Chapter II and V
- (vi) General Circulars and Departmental instructions.
- (vii) Indian Sales of Goods Act.

iii. **Accounts:- (Part -I)**

- (A) Fundamental Rules, Chapters II, III, IV, VIII, IX, X (except rules 94, 100 and 102) and XI.
- (B) Subsidiary Rules framed by the Govt. of Assam embodied under the Fundamental Rules in the Chapters mentioned in (i) above.
- (C) Assam Financial Rules Part I Chapter III (except rules 54, 63 to 76, 83, 96 102 and 104 to 105). Chapter V- Rules 135 and 136 only.

Accounts:- (Part II)

- (D) Chapter VI (except rules 141-144 and 146-157)
- (E) Chapter VII (except rules 175-176)
- (F) Chapter XVIII (rules 466-468) only.

Accounts :- (Part III)

- (G) Chapter XIX (except rules 518-520)
- (H) Treasury Rules:- 7(1), 7(2), 9, 10, 15(a), 5(b), 16, 19, 23, 26, 29, and 31.
- (I) Subsidiary Order to the Treasury Rules:- 20, 21, 23, 28, 32, 37, 47, 48, 52, 53, 54, 56, 57, 64, 67, 87, 88, 92, 193, 196, 197, 204, and 207-209.
- (J) The Assam Contingency Manual.

The candidates shall be allowed to use books at the time of examination in Accounts only.

Every officer who is required to pass the language examination must pass in higher standard in Assamese, Bengali or as prescribed by the Board, Government or as the case may be. The subjects of the examination, the marks to be obtained and the time allowed are as follows:-

Sl. No.	Subjects	Maximum	Pass Marks	Time allowed
1.	Conversation	20	10	¾ Hr
2.	Translation	20	10	1 Hr.
3.	Dictation	20	10	½ Hr.
4.	Reading and Explanation of the passages to be selected by the examinee	20	10	½ Hr.

R. BORA,

Secretary to the Government of Assam,
Cooperation Department.